

Requirements for a Broker's License

All applicants for a broker's license must be:

- 18 years of age
- must have been actively engaged in the real estate business as a licensed sales associate for a period averaging at least 20 hours per week for a two year period. Proof of these activities will be required in the form of a notarized affidavit signed by the principal broker(s) with which you have been affiliated for this period of time.
- have completed 21 credit hours, with at least 12 in real estate courses from an accredited college or university **OR** 336 classroom hours in real estate courses from a Kentucky Approved Proprietary School. Courses **must be completed prior** to taking the real estate examination. **Effective September 1, 2002, all broker candidates must have completed a 3 credit hour/48 classroom hour course in brokerage management at an accredited or approved Kentucky real estate school. Brokerage courses completed at a Kentucky institution after September 1, 2000 will also fulfill this requirement.**
- For a review of courses already on file with the Commission, you should request an Education Documentation Review. The form to do this is Document #603 on our Fax on Demand or you can call the Commission. **DO NOT** register for the examination unless you have verified completion of all of the required hours.
- Effective July 1, 2001 all persons who will be taking the sales or broker examination or applying for a license through a reciprocal agreement must submit to a criminal background check. See Document #408 for a complete explanation of this requirement.
- If you currently or have ever held a license in another state, you must include with your application a "License Certification" from that state along with your application. A copy of your license is not acceptable.
- Refer to Form No. 402 on our Fax on Demand for information on exam locations, registration, fees, and other information.
- The examination will be scored on-site and passing candidates will be provided with the forms necessary to apply for their real estate license. The forms will outline a list of other documents that must be forwarded to the Commission along with the application for licensing purposes. Upon passing the examination, candidates must apply for licensure within 60 days of the test date, or forfeit the examination results.
- Failing candidates will receive information on how to reapply for a future examination and diagnostic information on weak content areas so that they may prepare to retest.
- Licenses are normally issued within one week of receipt at the Commission offices.
- If real estate courses of at least 48 hours in length were taken during the calendar year in which you took the broker's exam and obtained your broker's license, that course will also fulfill the continuing education requirements for the year, if it is not the year in which the licensee is required to take the Kentucky Core Course. You must attach a note to the application asking that credit be awarded for continuing education.

